



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ARCHITECTURAL DRAFTER V	34	C	6.352
ARCHITECTURAL DRAFTER IV	33	C	6.355
ARCHITECTURAL DRAFTER III	31	C	6.358
ARCHITECTURAL DRAFTER II	28	C	6.360
ARCHITECTURAL DRAFTER I	25	C	6.362

SERIES CONCEPT

Architectural Drafters prepare schematics, design development, working drawings and specifications for new construction and the renovation and remodeling of existing structures involving architectural, mechanical, electrical, civil, structural and plumbing design; conduct research to determine materials, specifications and compliance with applicable codes and standards; estimate cost of projects; prepare documents for contract bidding; meet with clients, project architects/engineers, consultants and other personnel involved in project development to discuss design; review record drawings and conduct inspections of existing structures and construction sites to verify information and conditions.

Meet with clients, project architects/engineers and consultants to determine design objectives for new construction, renovations and remodeling; review record drawings and inspect site location to take measurements, survey, verify conditions and collect information relevant to project design; evaluate client needs and select interior wall and floor coverings.

Use computer aided drafting design (CADD) software and/or drafting instruments, media and accepted drafting techniques to prepare schematics, design development, working drawings and specifications; perform detailed drafting work for purposes of developing plans for construction projects which may be utilized by contractors and craftpersons to complete construction requirements.

Conduct research to ascertain applicable codes and standards, materials and specifications as a basis for preparing drawings and contract documents; compile contract documents to include notice of contract bidding, forms, specifications, cost, and working drawings.

Prepare cost estimates at various phases of construction design and development by measuring and tabulating material quantities to ensure costs are within the project budget.

Check plans prepared by architects and consultants to ensure compliance with specifications and applicable codes.

Update record drawings during or after construction to reflect changes, additions and variations from the original design so that drawings can be used for future building construction or modifications.

Draft furniture layouts for newly remodeled and existing space for the purpose of displaying furniture location and ensuring proper clearances for handicapped access and fire and life safety provisions; review furniture catalogs to select furniture for newly remodeled space, log model numbers and costs for production of furniture bid documents, and prepare furniture layout drawings.

Perform related duties as assigned.

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Page 2 of 5

CLASS CONCEPTS

Architectural Drafter V: Under general direction, incumbents perform the full range of architectural drafting and project management duties described at the advanced journey level and in addition, supervise the work of lower level drafters by developing work schedules, assigning work, establishing guidelines, providing training and direction, developing standards for drafting work, monitoring work projects for completion within the timeframes allotted, and evaluating performance. Individuals coordinating projects more than 50% of the time may be allocated to the Project Coordinator series.

Architectural Drafter IV: Under general direction, incumbents function at an advanced journey level, perform the full range of duties outlined in the series concept and manage smaller, less complex, construction projects to include pre-bid meetings with contractors, walk-throughs, bid openings, inspections, change orders, authorization of payments for work completed and the reconciliation of problems and disagreements to ensure that work is completed according to construction plans, specifications and applicable codes. Individuals coordinating projects more than 50% of the time may be allocated to the Project Coordinator series.

Architectural Drafter III: Under limited supervision, incumbents perform the full range of duties outlined in the series concept to include the development of final drawings and specifications for construction projects. This is the journey level in the series.

Architectural Drafter II: Under general supervision, incumbents continue to receive training and gain experience in the performance of the duties outlined in the series concept, and progression to the next level may occur upon meeting the minimum qualifications and with the recommendation of the appointing authority.

Architectural Drafter I: Under close supervision, incumbents receive training in the performance of all or part of the duties outlined in the series concept. This is the entry level in the series and progression to the next level may occur upon meeting the minimum qualifications and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Some positions may require education and experience in a specific drafting discipline and will be designated at the time of recruitment.

ARCHITECTURAL DRAFTER V

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and six years of progressively responsible architectural, mechanical and/or civil drafting experience. Education above the high school level in architectural, mechanical and/or civil drafting, may be substituted for up to two years of experience on a year-for-year basis; **OR** one year of experience as a Architectural Drafter IV in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ARCHITECTURAL DRAFTER V	34	C	6.352
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Page 3 of 5

MINIMUM QUALIFICATIONS (cont'd)

ARCHITECTURAL DRAFTER V (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: purpose and application of codes and standards for building design and interpretation of plans for code compliance; spreadsheet and database software to develop cost estimates and space inventories; modern construction methods and related design requirements and techniques.

General knowledge of: basic supervisory practices. **Ability to:** manage all aspects of a construction project; review and approve change orders; authorize payments according to established policies and procedures; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State Personnel rules, regulations and principles applicable to hiring, training, evaluation and discipline of subordinate staff; contractual relations including specifications and special provisions. **Ability to:** assign, direct and evaluate the work of assigned staff; interview, select and hire personnel; delegate responsibility to appropriate levels; develop and communicate work performance standards consistent with principles of effective management; identify training needs and provide for appropriate training opportunities based on organizational requirements and within budget constraints; organize material, information, and people in a systematic way to optimize efficiency and minimize duplication of effort.

ARCHITECTURAL DRAFTER IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and five years of progressively responsible architectural, mechanical and/or civil drafting experience. Education above the high school level in architectural, mechanical and/or civil drafting may be substituted for up to two years of experience on a year-for-year basis; **OR** one year of experience as a Architectural Drafter III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: building construction systems and materials; required codes and standards for building design and interpretation of plans for code compliance. **Working knowledge of:** cost of construction materials in order to develop project cost estimates; electrical, mechanical, civil and structural systems in buildings; modern construction methods and related design requirements and techniques. **General knowledge of:** bid-letting for construction projects. **Ability to:** communicate design concepts and answer questions relating to contract specifications; write technical documents such as specifications for building construction; negotiate and exchange ideas, information and opinions with architects, engineers, clients, contractors and consultants and make decisions relating to construction projects; communicate design concepts and answer questions relating to contract specifications; operate spreadsheet and database software to develop cost estimates and space inventories; operate survey equipment such as transit and level and perform surveying calculations; assemble a bill of materials from drawings for a cost estimate; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: agency policies, procedures and practices related to construction and remodeling projects; State Purchasing policies and requirements. **Working knowledge of:** bid-letting of construction projects. **Ability to:** supervise construction projects to include scheduling of construction, evaluating

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ARCHITECTURAL DRAFTER II	28	C	6.360
ARCHITECTURAL DRAFTER I	25	C	6.362

Page 4 of 5

MINIMUM QUALIFICATIONS (cont'd)

ARCHITECTURAL DRAFTER IV (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

completed work to ensure it conforms to specifications and reconciling differences with contractors; speak in front of groups to convey information and conduct formal meetings such as job walks and bid openings.

ARCHITECTURAL DRAFTER III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of progressively responsible architectural, mechanical and/or civil drafting experience. Education above the high school level in architectural, mechanical and/or civil drafting may be substituted for up to two years of experience on a year-for-year basis; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: required codes and standards for building design and interpretation of plans for code compliance; building construction systems and materials. **General knowledge of:** electrical, mechanical, civil and structural systems in buildings. **Ability to:** operate CADD systems and computer programs for the preparation of design drawings, specifications and construction administration; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; consider the relative costs and benefits of potential actions to choose the most appropriate one; visualize how something will look after it is moved around or when its parts are moved or rearranged; apply general rules to specific problems to produce logical solutions; choose the appropriate mathematical methods or formulas to solve a problem. **Skill in:** operating a CADD system and producing drawings with speed and accuracy; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

These are identical to the Entry Level Knowledge, Skills and Abilities for Architectural Drafter IV.)

ARCHITECTURAL DRAFTER II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of progressively responsible architectural, mechanical and/or civil drafting experience. Education above the high school level in architectural, mechanical and/or civil drafting may be substituted for one year of experience on a year-for-year basis; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles of architectural drafting methods, nomenclature, conventional symbols and sources of information; personal computers, CADD software, plotters, printers and copy equipment; algebra, geometry and trigonometry and their application to architecture, construction and engineering. **Ability to:** use mathematics to solve problems; write concise, logical and grammatically correct correspondence; organize and lay out drawings systematically to optimize efficiency for construction; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities for Architectural Drafter III.)

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ARCHITECTURAL DRAFTER IV	33	C	6.355
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Page 5 of 5

MINIMUM QUALIFICATIONS (cont'd)

ARCHITECTURAL DRAFTER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education which included two years of coursework in architectural, mechanical and/or civil drawing. Six months of architectural drafting experience may be substituted for the coursework; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: mathematical operations involving fractions, decimals, measures, algebra, trigonometry, geometry and their application to architecture, construction and engineering; the metric system; principles of architectural drafting methods, nomenclature, conventional symbols and sources of information; personal computers, CADD software, plotters, printers and copy equipment. **Ability to:** exchange ideas, information and opinions with others to formulate drawings and sketches; match or detect differences between colors, including shade of color and brightness; read, interpret and translate field notes and design notes into neat, legible and accurate drawings; read technical manuals and interpret plans, specifications, maps, charts and diagrams; understand computer directories and file management techniques; establish and maintain alpha/numeric files. **Skill in:** tracing, lettering and drafting.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: State and federal purchasing practices; agency databases, tank files and library; building construction systems and materials.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>6.352</u>	<u>6.355</u>	<u>6.358</u>	<u>6.360</u>	<u>6.362</u>
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REVISED:	12/19/03PC	12/19/03PC	12/19/03PC	12/19/03PC	12/19/03PC